

~~CONFIDENTIAL~~

MEMORANDUM

21 December 1949

TO : Chief, S S S

FROM : Finance Division

SUBJECT: Administrative Instruction []

TRAVEL-POLICY

25X1

1. The attached draft for the proposed revision of CIA Administrative Instruction [] presents numerous problems, if it is applicable to travel paid with confidential funds. Although the Instruction itself does not state that it is applicable to confidential funds travel, the absence of an excluding clause indicates that the intent is to establish Agency-wide policies, procedures and regulations in a single Administrative Instruction.

2. The draft [] is a comprehensive document, setting forth Agency policy and regulations, delegations of authority and, further, setting forth the precise procedures as to forms to be used and the routing thereof. To the extent that different forms, delegations of authority and procedures are in current practice in OSO and OPC, the publication of this Administrative Instruction will lead to a great deal of confusion, even though provision is made for waiver of such portions as may be inconsistent with the current policies and procedures for confidential funds travel. If it is desired to set forth in an Administrative Instruction the universal policies and regulations of the CIA, it is recommended that two Administrative Instructions [] be issued. To the necessary and desirable extent, each could be modified to reflect the organizational structures of the overt and covert Administrative Support Staffs, and could reflect such other variances between vouchered and confidential funds travel as may be necessary and desirable.

3. To illustrate the extent to which the present [] is not suitable to the present policies and procedures, there is attached a very cursory listing of some of the major inconsistencies. In view of their extensive nature, it is recommended that current policies and procedures for confidential funds travel be amended to conform to those of the draft [] prior to the issuance of said Administrative Instruction, in order that the transition may be effected with a minimum amount of disorder. This recommendation is pertinent only if it is deemed necessary and desirable to establish procedural uniformity between the two types of travel.

4. If time permits, and if it is desired, we can make a much more thorough study of the problem than we have been able to do in this memorandum.

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Acting Chief, Finance Division

Attachments

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